

Handbook of Guidelines

BS MS Dual Degree Program

August 2021



**Indian Institute of Science Education &
Research (IISER) Tirupati**

PREFACE

BS MS Dual Degree program is a five-year program offered at Indian Institute of Science Education & Research (IISER) Tirupati leading to BS and MS degrees. It is important that students doing the BS MS program be aware of the academic rules, procedures, guidelines and conventions of the Institute. With this view, we present the guidebook that contains information about the rules and regulations of the program briefly. Note that more details and clarifications are available on the Institute website, www.iisertirupati.ac.in and are updated from time to time.

The rules and regulations of the program are subject to periodic revisions and the revised rules will be applicable to all batches from the date of revision. The present book with its policies, rules and regulations will be made effective from Monsoon 2020 and supersedes all previous notifications and rules/guidelines announced till date. Any other issue, not covered in this handbook, will be referred to Academic Office / Dean (Academics).

August 2021

Contents	Page No.
1. Curriculum	5
2. Academic Calendar	5
3. Faculty Adviser/Mentor	6
4. Registration and Fees	6
5. Attendance and Leave Rules	7
6. Credits and assessment of courses	8
7. Academic Transcript	8
8. Academic Requirements	8
9. Summer courses	10
10. Fifth Year Project and MS thesis (Semesters IX-X)	11
11. Certificates on Completion of the Program	13
12. Graduation	13
13. BS Exit – option	14
14. Academic Conduct and appeals	14
15. Amendments	14
16. Undertaking	15
17. Bonafide Certificates	15
18. Scholarships	15
19. Library Facility on campus	15
20. Computing facility and ethics	20

1. Curriculum

The BS MS dual degree program is a five-year integrated course with four years of coursework and one year of research project. The maximum permissible duration for completion of the program is seven years from the date of enrolment.

The medium of instruction for all courses is English.

The curriculum at IISER Tirupati is organized around a credit-based semester system. The program emphasizes on continuous assessment throughout the semester to monitor the progress of the student.

Every academic year is organized as two semesters – Monsoon Semester & Spring Semester of roughly 14 weeks each with breaks between semesters:

Monsoon Semester	Winter Break	Spring Semester	Summer Break
August- November	December	January-April	May-July

During summer and winter breaks, students may do projects at IISERs or other approved institutes.

2. Academic Calendar

The academic calendar contains information on dates of all important academic events during a semester such as the date of commencement of semester, last date for registration of courses, mid-semester and end-semester examination, date of announcement of grades, repeat-examination dates, holidays and vacation etc.

The academic calendar will be made available before the start of each semester on the institute website:

<http://www.iisertirupati.ac.in/education/acad-cal.php>

Changes to the academic calendar, if any, shall be notified from time to time.

3. Faculty Adviser/Mentor

On joining the Institute, every student is assigned to a Faculty Adviser (FA) for the entire duration of the program. The role of the FA is mainly to:

- advise the students about the rules and regulations governing the program.
- give suggestions on the courses to be taken in various semesters.
- give guidance and/or recommendations regarding summer/ winter projects and fifth year projects.

The students are expected to meet their FA at least once in a month and discuss issues related to their progress. The parents/guardians can contact the FA for various academic and other issues of their wards.

4. Registration and Fees

All students must be present on campus on the first day of instruction in every semester. After admission, every student is assigned a unique registration number. This number is to be used throughout the duration of the program.

Students will be notified about details of courses offered in each semester before the beginning of the semester. They must register for their courses in each semester in the Student's Academic Management (SAM) portal. SAM is an online portal used to keep track of the progress of the students from the date of registration till the award of the degree.

-
- *All students must complete the registration process (in SAM) on the first day of instruction.*
 - One week's time is allowed to add/drop courses for students in semesters V-VIII.

4.1. Late registration

- Late registration is allowed up to 2 weeks for medical reasons only, if fully supported with medical certificates and with prior approval from Dean, Academics.
- A student who has not registered after 2 weeks from the start of the semester will be deemed to have discontinued the program and his/her name will be removed from the rolls.

4.2. Payment of semester fees

- Fees pertaining to tuition, hostel, mess etc. should be paid by the students before the start of each semester within the notified date.
- Students with fees due for payment will not be allowed to register, and their attendance will not be counted until all dues are cleared and the fees for the ongoing semester are paid.
- Fees will be subject to periodic revision and relevant details of revision will be announced before the commencement of the semester.

5. Attendance and Leave Rules

5.1. Attendance

- a. The minimum attendance required for completion of any registered course is 80%, without including absence due to medical reasons.

-
- b. Students falling short of 80% attendance in any course, will have to **repeat** the course.
 - c. Personal leave, leave for extracurricular activities, or short medical leaves are to be included in the remaining 20%.
 - d. Appearances in mid-semester and end-semester examinations are compulsory for the completion of a course.

5.2. Leave of absence

- a. Non-Medical/personal reasons: Application to be submitted to Dean's office in the format provided.
- b. Medical reasons: Leave letter to be submitted with medical certificate from Institute medical officer and fitness certificate to be provided on the date of joining back.
- c. Long leave for medical reasons: Request for withdrawal from semester on medical grounds with certificate from medical officer; Submission of fitness certificate is mandatory for joining back in the next semester.
- d. Unauthorized absence (absence without submitting leave letter) of more than 15 days will result in automatic removal from rolls.
- e. Students are advised to keep their faculty advisers informed of their absence / leave.

6. Credits and assessment of courses

Each course has a certain number of credits assigned to it based on the number of lectures, tutorial or lab contact hours per week. The credits also reflect the time to be spent for self-study outside class hours. From a student's perspective, one credit translates to about 2.5 hours of study per week, including both contact hours and self-study.

6.1. Distribution of Credits (Any change in the distribution of credits shall be notified separately):

Semesters I-IV	Semesters V-VIII	Semesters IX-X (project)	Total
90	84	36	210

Each course is assigned to a course coordinator, and may include other participating faculty in teaching. The course coordinator is primarily responsible for conducting the course and awarding grades for the course.

The academic performance of students in each course is evaluated and assessed continuously throughout the semester. It will be based on metrics related to (but not necessarily limited to) the performance of the students in quizzes, assignments, projects, test papers, oral presentations etc. throughout the semester. At the discretion of the instructor, these may also include participation in tutorials, effective interaction in lectures, promptness in submitting assignments etc.

6.2. Components of Assessment

Semesters I-VIII	End-Semester examination	Mid-Semester examination	Continuous Assessment
Weightage	30%-40%	30%-40%	30%-40%

Details pertaining to the evaluation-pattern in the course will be announced by the course-instructor at the beginning of the semester.

6.3. Grades

At the end of each semester, the total marks obtained by the student from continuous assessment, mid-semester exams and end-semester exams etc. will be converted to grades. *As per the policy of the institute, a letter grade is awarded for each course registered by the student.* The grade awarded reflects the overall proficiency acquired by the student in that topic.

- **Grading is relative** and done separately for each course by the coordinator of the course in consultation with the participating faculty (if any).
- **Grades are assigned points on a 10-point scale**, with the following correspondence between letter grades and grade points:

Letter grade	A+	A	B+	B	C+	C	D	F
Grade points	10	9	8	7	6	5	4	0

- **F Grade:** In any course, a student securing total marks less than half of the median of marks obtained by all the students, is considered to have failed in that course and is awarded an F grade.
- **I Grade:** In addition, Grade “I” (Incomplete) is given in cases where the course requirements are not completed. It will be replaced by the actual grade once the requirements are met, or by an F grade, within the time allotted.
- Students can clarify details regarding the grade obtained in any course with the course instructor within 5 days of announcement of grades.

- **Corrections in grade**, if any, will be reported to the Dean Academic's Office by the instructor / coordinator and no corrections / revisions / complaints regarding grades will be allowed on any grounds after this procedure.

6.4. Cumulative Performance

A student's overall performance is quantified by both the credits and the grades earned by him/her in all the courses registered for. The following indices are used as measures of cumulative performance:

- **Semester Grade Point Average (SGPA)** for the semester is calculated by dividing the sum of the product of the grade points and credits for all the n courses taken in that semester, by the sum of the credits, i.e.,

$$SGPA = \frac{\sum_{i=1}^n V_i C_i}{\sum_{i=1}^n C_i}$$

where V_i is the grade point corresponding to the grade obtained for the course of credits C_i and n is the number of courses registered by the student in that semester.

- **Annual Grade Point Average (AGPA)** is calculated for the two semesters of each academic year in a similar way.
- **Cumulative Grade Point Average (CGPA)** is calculated by the same formula, but including all the courses taken during the completed semesters.

7. Academic Transcript

The academic transcript, with details of the courses registered and grades obtained, SGPA for each semester and the CGPA based on the grades of all courses taken up to and including the semester, can be downloaded by the student from SAM, after the results for that semester are declared.

Students can request an official transcript if required. A consolidated transcript will be issued to all students after completing the program.

8. Academic Requirements

8.1. Semesters I-IV

8.1.1. Registration: Mandatory for all the courses offered in each semester.

8.1.2. F grade in any course in any semester: option to write repeat examination; Absence or failure in repeat examination, repeat the course in subsequent year.

8.1.3. Continuation to semester III and V: Minimum CGPA of 5.0 with no F grades.

- **After semester II:** Less than 2 F grades and CGPA > 4.0, can continue to semester III.
- **After semester IV:** Less than 4 F grades, and CGPA > 5.0, option to do extra year to clear courses with F grades.

8.1.4. Less than 4 F grades and /or CGPA > 3.0: Option to repeat all courses of previous semesters

8.1.5. 4 or more F grades and / or CGPA < 3.0: discontinuation from the program.

8.1.6. Students who fail to clear the courses offered in semesters I–IV by the end of the third year (starting from the date of admission) will have to leave the program.

8.2. Semesters V–VIII

8.2.1. Choice of courses: option to choose courses from those offered by various disciplines (Biology, Chemistry, Earth and Climate Sciences, Mathematics, Physics etc.): In semesters V and VI, students have to take courses from at least two disciplines.

8.2.2. Credits required

- **Total credits:** 84 credits in four semesters, V–VIII
- Minimum credits in each semester is 18; maximum allowed is 25.

8.2.3. F grade in any course

- Appear for the repeat exam or substitute the course with a course of equivalent credits in subsequent semester.
- Absence or failure in repeat examination, repeat or substitute the course in subsequent year.

8.2.4. Continuation to semester IX: CGPA >5.0 with no F grades

8.2.5. One extra year allowed to clear F grades and (or) to improve the CGPA after semester VIII.

8.3. Repeat examinations

8.3.1. Courses with F grade

- Option to appear for a repeat examination for the course.
- Repeat examination is based on the entire course and

marks obtained in the repeat exam will replace the **total** marks of the mid semester or end semester exam, whichever is lower.

- If the total marks are above the earlier cut-off for passing that course, the student will get only a D grade (and no higher grade).

8.3.2. Absence in the mid semester or end semester examination

- Marks for the repeat examination will be included as per the weightage of the exam missed, along with the other marks already obtained, to get the total marks.
- Grading will then be done based on total marks as per the grading pattern used in that course.

8.3.3. *Registration for repeat examinations*: Register before the date announced and pay the repeat exam fees, for both cases of absence or F grades.

8.3.4. Students who miss both the mid semester and end semester examinations of a course for medical or other reasons, cannot appear for repeat exam and will have to repeat or substitute the course.

9. Summer courses

Institute will make every effort to conduct courses of semesters I-IV in summer, to help eligible students to continue to semester V, without spending an extra year.

- **Eligibility** for summer course: CGPA above 5.0 with 1 or 2 F grades, after semester IV.
- **Registration** for summer course by paying the required fees within the date announced.

-
- **Conduct of course:** Extended training for 20 lectures/contact hours in 15-20 days during June 15- July 15.
 - **Grade after summer course:** Marks in final examination more than 35% result in D grade, otherwise F grade

10. Fifth Year Project and MS thesis (Semesters IX-X)

The final year of the BS MS program will consist of project work leading to a dissertation/MS thesis. Successful completion of thesis is mandatory for completion of the requirements of the MS degree.

10.1. Eligibility and registration

- At the end of semester VIII, CGPA above 5.0 with no F grades and minimum 84 credits during semesters V- VIII.
- Attend the course or workshop on Ethics.
- Submit the project proposal along with details of supervisor to the project committee within the date announced.

10.2. Credits for project

- Total credits of 36 for the fifth-year project work, 18 credits each in Semester IX and Semester X
- Do not credit any courses but may audit courses, if required for doing the project more effectively and in greater depth.

10.3. Assessment and evaluation

- **Continuous assessment in semesters IX and X**, evaluation of thesis and defence of the thesis regulated by a Thesis Assessment Committee (TAC) consisting of supervisor and another expert member nominated by supervisor
- **Details of evaluation**

Evaluation	Components of assessment	Marks by	Weightage
End of Sem IX	Continuous evaluation	Supervisor	15 %
	Report and Presentation	Expert member	10 %
End of Sem X	Continuous evaluation	Supervisor	20 %
	MS Thesis	Expert member	25 %
	Defence and viva	Viva Committee	30 %

- **Score and CGPA:** Total marks for semesters IX and X and defence will be converted to score out of 10 and added to the CGPA for 36 credits.
- **Continuation to semester X:** 17 marks or above, out of 35, can register for semester X to continue the project work; less than 17 marks, student has to start the project afresh, with the same supervisor or a new supervisor.
- **Completion of project:** Minimum score of 5.0 out of 10.
- **Score less than 5.0:** Either an extension of six months to improve the score or allowed to start a new project for another year, provided the total duration of the program is within **seven** years.

11. Certificates on Completion of the Program

The following certificates will be issued to outgoing students after the completion of their academic program.

- Consolidated transcript, showing the credits and grades for courses, final year project and final CGPA.
- Transfer Certificate on submission of completed no- dues form.
- Provisional Degree Certificates will be issued to eligible students on request (this is valid only till the Degree certificate is awarded).
- Migration Certificate will be issued only to those who submit the following: prescribed application, prescribed fee, admission letter from the Institute/University indicating the course/program admitted to and proof of the requirement of Migration certificate from them.

12. Graduation

A student will be eligible to receive both BS and MS degree certificates provided he/she has:

1. Completed all registered courses with a D grade or higher, and has accumulated the prescribed minimum number of credits.
2. Has completed courses of minimum 84 credits during semesters V-VIII
3. Completed all requirements of fifth year project work with score 5.0 or above
4. Obtained a Cumulative Grade Point Average (CGPA) of 5.0 or above
5. No disciplinary action/case pending against him/her.

Students who complete the program with a CGPA of 9.0 or above will be awarded **BS and MS degrees with Distinction**.

13. BS Exit – option

Students who take more than 4 years to complete the minimum credit requirement of 84 credits in Semesters V to VIII and with a CGPA of atleast 5.0 and students who do not satisfactorily complete the 5th year MS project have the option to exit with BS degree.

14. Academic Conduct and appeals

Each student is expected to conduct himself/herself in a responsible manner befitting the institute's high academic and ethical values.

The Institute reserves the right to dismiss a student at any time for various reasons such as (but not limited to): academic misconduct, for failure to maintain satisfactory academic performance, willful violation of the code of conduct or willful damage to institute property.

In all cases, a student may submit appeal once, within 10 days of dismissal or discontinuation; the decision after the appeal will be final and binding. Appeals submitted later than 10 days will not be considered.

15. Amendments

The Institute reserves the right to modify/amend/revise any rules without prior notice. The changes made will be effective for all batches from date of implementation and will supersede all related notifications and rules/guidelines announced till that date.

For special cases not covered under the specified rules, the decision of Academic Committee or Senate will be final and binding.

16. Undertaking

At the time of admission, each student has to sign and submit an undertaking that will be binding on the student for the entire duration of the program.

Failure to submit the signed undertaking within one week of joining will entail cancellation of admission to the Institute.

17. Bonafide Certificates

Students who require bonafide certificates for various purposes are required to apply in the prescribed format available in the academic Office and pay the prescribed fee. The certificate will be issued to them within three to four days from the date of application.

18. Scholarships

Students admitted to IISER Tirupati for the 5-year BS MS Dual Degree program may be eligible for the award of a limited number of scholarships under either KVPY or INSPIRE schemes. The award of the scholarship and its continuity will be as per the terms and conditions and directives of the agencies granting the scholarships. For details students can refer to their sites: www.kvpy.iisc.ernet.in, www.inspire-dst.gov.in/scholarship.html

19. Library Facility on campus

19.1. G.N. Ramachandran Library

G N Ramachandran Library at IISER Tirupati houses a good collection of general books, textbooks, laboratory manuals and reference books such as encyclopedia, dictionaries etc. It also provides online access to various journals as well as full-text and bibliographic databases available in the field of science and

allied subjects. The Library is a member of e-Shodh Sindhu: Consortium for Higher Education Electronic Resources and IISER Library Consortium. The Institute Library Committee decides all policies related to the library.

Library Timings

8.00 am to 12.00 am (midnight) on all days including holidays.

Circulation Timings (Issue/ Return/Renewal of Books)

Monday to Friday: 9.00 am to 5.30 pm Saturdays

/ Sundays / Institute Holidays: Closed

Membership

All students, faculty members and staff of the institute are entitled to register as members of the Library and to use the facilities and services.

Circulation Policy

- All members of library are eligible to borrow reading materials from library.
- Borrowing privilege: BS MS Students – 5 books for 15 days' / Semester text books for 7 days
- Reference books, dictionary, encyclopedia, handbooks, current journals and magazines, year books are only for consultation within the Library premise.
- Users should get the items duly issued at the circulation counter.
- Books will not be issued for those who are having overdue items.
- Borrower should bring the material physically to the

Library for renewal.

- Semester textbooks may not be renewed.
- Handle the Library material with utmost care and a borrower shall remain responsible for material issued to her/him until it is returned.
- Books issued to BS-MS students must be returned to the Library once end semester examination is over.
- Student members have to make a formal request to the Library for issuing books during vacation periods.

General Rules

- All the users including Faculty, Staff, Students and outsiders entering the Library must keep their bags and other belongings in the property counter at the entrance.
- Library will not be held responsible for the loss of any personal belongings of users.
- All print materials must be presented to the Security Guard at the checkpoint for inspection while entering / leaving the Library.
- Strict silence should be observed in the Library. All users are requested to keep their mobiles switched off or in silent mode.
- Smoking, eatables and beverages are not allowed inside the Library.
- No material from the Library should be taken out unless issued at the circulation counter.
- Members who lose/mutilate Library materials will be penalized. Library Committee reserves the right to decide appropriate penalty.

Access to Resources

-
- Library Catalogue (OPAC) on intranet: <http://172.27.6.211/>
 - Search Library Catalogue to know bibliographic details of books, number of copies, Status of book issued to whom and due date.
 - Online Resources: IP based access is available to all the subscribed online resources which are listed in the Library webpage: <http://www.iisertirupati.ac.in/library/library.php>

Computers in the Library

Computers are placed in the Library for using OPAC and accessing the resources for academic and research work.

Library Communication Policy

Library formally communicates with members via email. Communication from the Library includes announcements, notices, reminder mails about overdue books, reservations, recall of issued items, article delivery etc. Members are therefore requested to check their emails regularly.

19.2. Guidelines and Rules for Use of Library Facilities

- Students must carry their IISER Tirupati Identity Card to access and avail library facilities and services.
- All students must keep their bags and other belongings at the Library entrance check point. Only notebooks, books, and valuables like wallets, and laptops will be allowed into the Library. Please note that the Library/Institute is not responsible for loss of

any personal belongings. All files/folders, books and notebooks must be presented to the Security/Staff at the check point for inspection before leaving the Library premises. The Library does not permit any exception in the observance of this rule.

- When the books are returned, please ensure that they are shown as returned against your name in the library system records.
- A fine of Rs. 1/- per day will be levied for the overdue books from the General Shelf and Rs. 2/- per day for overdue books from the Reserve Shelf.
- Please do not issue books to other students against your name.
- After use, the books should be left on the study table or on the book trolley for the Library Staff to shelve them. Please do not attempt to shelve the books yourself as you could misplace them.
- Library resources are valuable and are meant for generations of use by students admitted to IISER Tirupati, and therefore need to be preserved. Please do not **tear or mark pages, or damage/disfigure books, journals and other resources in the library**. Such instances will result in library privileges being withdrawn in addition to penalties being imposed.
- Please report loss of library book or any other reading material to the Library Staff immediately.
- The Library is Silence Zone and you are requested not to engage in conversation and discussion in the Library premises. **Mobile phones should be kept on silent mode.**
- You are not permitted to carry in or consume eatables and beverages inside the Library premises.

-
- The Library reserves the right to recall any issued book at any time.
 - Photography of the Library is permitted only with the prior permission of the Librarian.
 - Access to the Internet and E-Resources, including E-Journals, is available to all students, research scholars, project staff and faculty of the Institute.
 - Library provides remote/off-campus access of subscribed e-resources to the user community through MyLOFT (My Library on FingerTips) software.

20. Computing facility and ethics

To cater to the academic needs of the students, the institute provides Wi-Fi facilities as well. All the students are expected to abide by the following IT policy to ensure fair and lawful usage.

Accessing illegal websites, downloading material from them and general inappropriate usage of IT facilities, renders the students liable for legal criminal prosecution, besides inviting institutional reprimand also.

Allowing outsiders to use the institute's IT facility on a routine basis is not allowed. All laptops/tabs or mobile devices that access IISER's network for longer than a week must be registered for use in the campus. Trying to avoid registration by inappropriate means is not allowed.

Tampering or damaging any kind of IT hardware such as Wi-Fi access points, LAN ports, computers installed in common areas or hostel rooms or offices inside the campus is strictly forbidden.

Use of software/hardware in violation of its terms of license/use is not allowed.

In common areas involving institute computing facilities, academic work takes precedence over personal work.

20.1. Computer Centre and IT Service management centre (IT SMC):

Students should not remove or shift any Institute hardware, keyboard, mouse, patch cords, etc. from the classrooms, labs or any other common spaces.

20.2. Guidelines and Rules for Use of Computer and IT Facilities

In case you are using operating systems such as MS Windows and Mac OS and applications like MS Office etc, please use a licensed version only along with an active anti-virus software. You are also advised to use virus-free USB flash drives in the Institute network. The Computer Centre will not provide services to the personal laptop of students and will not be responsible for any data loss or virus attack due to using Institute network and Internet.

Students will be allocated an individual login and password, which will be needed for accessing email, SMS, Moodle (course management system). In order to avoid any misuse of the login by others, you should be careful not to share the details with anyone. You are also advised to keep changing your password periodically and form strong passwords with a mix of alphanumeric and special characters. You will be solely responsible to secure your login and password and ensure that it is not shared with any other person.

You are requested to check your mails regularly as all official circulars/notices from the Institute faculty/staff will be mailed to your IISER email ID only. Your user ID is valid only during the period of your being a bonafide registered student of IISER.

Misuse of the ID will be viewed seriously.

Unauthorized use of the computing facilities/transferring of account is not allowed. Transferring of account privileges to others will lead to de-registration from the Computer Centre facilities.

In case of any problems relating to Network/Wi-Fi/Internet Connection, please register the complaint with the Computer Centre at extension 222.

